

CONTENT COORDINATOR

Position Description

Position Title:	Content Coordinator
Organisation:	Lutheran Media
Line Manager:	Manager, Lutheran Media
FTE:	0.5 FTE
Location(s):	Church House, 139 Frome Street Adelaide SA 5000 Flexible Working Locations – As Negotiated/Applicable
Salary Award:	SCHADS Award / Range: Level 2 (Pro-Rata to FTE)

Objective of Position

This position exists to support and grow the reach and impact of Lutheran Media’s media ministry through the provision of key skills and capabilities which support the coordination, creative production and delivery of media content.

The Content Coordinator position supports the overarching mission, vision and strategic priorities of Lutheran Media as determined by the Lutheran Media Board and the Lutheran Media Manager, alongside goals and objectives identified through annual/project plans specific to the role and function of the position.

Primary Responsibilities

The Content Coordinator is primarily responsible for organising and coordinating guests, assisting with the creation of content, providing on-air capabilities (including hosting, pre-recording briefings, talent management) and contributing to the production of media outputs that form the foundations of Lutheran Media’s outreach and evangelical media ministries.

Additionally, the Content Coordinator and the Content Producer share responsibility for creating and maintaining production schedules, and for working collaboratively with other Lutheran Media staff to communicate timelines, provide input to inform and shape promotional activity, and ensure that any relevant broadcast obligations/expectations are met.

Key Duties

Working collaboratively with both the Content Producer, under broad direction and oversight from the Lutheran Media Manager, and as a valued part of the broader Lutheran Media team, the Content Coordinator will:

- Plan and coordinate content production schedules, including the booking of recording facilities, equipment, and Lutheran Media resources (including staff).
- Arrange and coordinate the finding, securing, scheduling and preparation of recording talent and guests, in line with overarching content strategies and plans.
- Ensure that content production schedules allow Lutheran Media to meet all regular radio and broadcast obligations.
- Collect, store and manage media and talent releases, ensuring that Lutheran Media meets all required legal and copyright obligations.
- Assist with recording interviews including research, preparation, and voice over.
- Write content for scripts and interviews when required.
- Assist with the recording process and live production of content.
- Assist with hosting duties during recording.
- Contribute to the online presence of Lutheran Media through the creation of additional content that serves to amplify outreach messages through websites, social media, email and other digital channels.
- Contribute production-oriented perspectives, advice and insight as required to support the promotional and fundraising-oriented functions of Lutheran Media.
- Brief the manager and the other members of the Lutheran Media on forthcoming content to assist with the planning, promotion and distribution.
- Participate in meetings, training and reviews.
- Undertake any additional reasonable duties or tasks, as required, to help ensure the ongoing operational success and growth of Lutheran Media.

Required Qualifications, Skills and Qualities

- Experience in communications, journalism or media production.
- Experience in planning, scheduling and organising people, resources and timelines.
- Strong written, verbal and interpersonal communication skills, including the ability to present or conduct interviews.
- Ability to work collaboratively and constructively as part of a team.
- Ability to work within strict deadlines and timeframes.
- Understanding of and commitment to Lutheran beliefs and practices.
- A commitment to the Christian faith.

Desired Qualifications, Skills and Qualities

- Understanding of contemporary media industry and media landscape, including experience with radio broadcasting.
- Understanding of the functions and operations of the Lutheran Church of Australia and New Zealand.

- Ability to remain objective, grounded, and to act as an advocate for the audience, during interviews and recordings.
- Knowledge or understanding of contemporary marketing, advertising and promotional techniques.
- Ability to work within the constraints of available time, budget and resources.
- A special interest in Gospel outreach through media.
- Appropriate interpersonal skills – office and public.
- Knowledge of office procedures.
- Willingness to learn and to develop required skills.
- Ability to work in a team and supervise volunteers (if/as needed).

General Terms of Appointment

- Willing to work in a Christian environment and uphold the values and teachings of the Lutheran Church of Australia and New Zealand
- Agree to abide by all LCANZ and employer policies and procedures as applicable
- Observe and comply with the LCANZ Work, Health & Welfare policies and procedures
- Confidentiality regarding sensitive information is a requirement of the position
- Complete and maintain LCANZ Safe Church level 1 training
- Maintain relevant Working with Children Check and a National Police Check
- Maintain confidentiality regarding sensitive information
- Understand that there may be occasions wherein they are required to attend, or represent Lutheran Media, at promotional events

Effectiveness Measures

Effectiveness Measures pertinent to this role may be determined through conversation and consultation with the Line Manager, and attached as required.

Employee and Manager Signature

I _____ have read and understood the duties, responsibilities and expectations pertinent to the position of Content Coordinator and agree to undertake them diligently and to the best of my ability for the duration of my employment at Lutheran Media.

Employee Signature

Date

Manager Signature

Date